Instructions: Use Form 5 if you are making a request from $4 money or the $1 Fund for the redaction of social security numbers. All back-file redaction requests for existing images must include a **vendor quote**. Note that if the request for back-file or day-forward redaction represents a future period, it is acceptable for the number of images to be estimated based upon a reasonable review of historical annual activity. In the case where a vendor's quote would not be valid for future back-file or day-forward redaction services due to a time lapse in procuring the service, cost shall be based upon the most recent cost per image previously quoted by the vendor for such service. Where no previous quote or cost for such service exists, a current quote must be obtained. In signing and submitting this form, the Clerk agrees that expenses incurred for redaction services utilizing funding budgeted pursuant to this request will not exceed a maximum cost of 4 cents per image.

Form 5   FY23 TTF Redaction Request Form

Date: _____   FIPS: _____

Clerk's Name: _____   Locality: _____

Clerk's Signature: _____   Vendor: _____

Certified to Provide SRA:	YES	NO		Date SRA Provided: _____

Back-File Historical	Purpose Code L					Purpose Code N
	Deeds / Deeds of Trust	Plats / Maps	Judgments / Liens	Financing Statements	Wills / Fiduciary	Marriage Licenses / Court Records
Images #						
Span of Years						
COST per Image						
Cost $						

Total Images: _____   Total Cost: $ _____

Check (✓) all that apply

Purchase from Vendor:	OCR Software + No Manual Review	OCR Software + 1 Manual Review	OCR Software + 2 Manual Reviews	Software purchase by Clerk	Accuracy Rate: _____ %
Manual Review:	ALL Images Reviewed	ONLY Flagged Images Reviewed	Manual Review by Vendor	Manual Review In-House	

Day Forward	Purpose Code L					Purpose Code N
	Deeds / Deeds of Trust	Plats / Maps	Judgments / Liens	Financing Statements	Wills / Fiduciary	Marriage Licenses / Court Records
Images #						
Span of Years						
COST per Image						
Cost $						

Total Images: _____   Total Cost: $ _____

Check (✓) all that apply

Purchase from Vendor:	OCR Software + No Manual Review	OCR Software + 1 Manual Review	OCR Software + 2 Manual Reviews	Software purchase by Clerk	Accuracy Rate: _____ %
Manual Review:	ALL Images Reviewed	ONLY Flagged Images Reviewed	Manual Review by Vendor	Manual Review In-House	

FY23 TTF Redaction Request:	$4 Redaction Request	$1 Fund Redaction Request	Backfile and Day-Forward
	$ +	$ =	$

Purpose Code L = Land records;   **Purpose Code N** = Not Land Records; Areas of the Court not related to land records